

STAT

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**Administrative - Internal Use Only****ROUTING AND RECORD SHEET****SUBJECT: (Optional)**

Implementation of Logistics Overtime Tracking System (LOTS)

**FROM:**

Acting Director of Logistics

**EXTENSION****NO.**

OL 4162-85

**DATE****TO: (Officer designation, room number, and building)****DATE****RECEIVED****FORWARDED****OFFICER'S INITIALS****COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)**1. C/MBPO/OL  
1J45 Hqs

2. C/P&amp;TS/OL

3. C/IMSS/OL

4. C/PMS/OL

5. C/SS/OL

6. C/B&amp;FB/OL

7. C/HOME/OL  
3E14 Hqs8. C/P&PD/OL  
158 P&P Bldg.

9. C/PD/OL

10. C/RECD/OL

11. C/SD/OL

12.

13.

14.

15.

notified  
to attend.

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04 SEP 1985

MEMORANDUM FOR: See Distribution

FROM: 

Acting Director of Logistics

SUBJECT: Implementation of Logistics Overtime Tracking System (LOTS)

REFERENCES: A. Memo for Multiple Addressees fm EO/OL  
(OL 0129-84), dtd 18 October 1984,  
Subject: Overtime Hours  
B. LI 20-29-31, dated September 1984

1. As set forth in the attached references, it is imperative that detailed records be maintained on overtime usage within the Office of Logistics. To accomplish the most effective input, retrieval, and storage of overtime records, a new computer data base system, Logistics Overtime Tracking System (LOTS), has been designed. LOTS is a NOMAD data base system running on the OIT mainframe computer and can be accessed through Delta Data terminals.

2. The LOTS system will become operational on 1 October 1985. The Technical Group/DAS/IMSS/OL will conduct briefings and training on the use of the LOTS system during the month of September. Each division/staff will identify the person(s) who will be responsible for maintaining its portion of the LOTS data. The identification of these personnel should be made upon receipt of this memorandum and forwarded to  by telephone

3. Each division/staff will be responsible for entering appropriate overtime information as well as maintaining the validity and currency of its portion of the data base. Periodically, division/staff and office summary reports will be created by an OL/B&F representative to be used for verification against the Office of Finance official overtime records.

4.  will advise designated users on the schedule for training upon receipt of their names.

Attachments:  
References A & B

OL 4162-85

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SUBJECT: Implementation of Logistics Overtime Tracking System  
(LOTS)

Distribution:

- 1 - Chief, New Building Project Office, OL, w/atts
- 1 - Chief, Personnel and Training Staff, OL, w/atts
- 1 - Chief, Information and Management Staff, OL, w/atts
- 1 - Chief, Procurement Management Staff, OL, w/atts
- 1 - Chief, Security Staff, OL, w/atts
- 1 - Chief, Budget and Fiscal Branch, OL, w/atts
- 1 - Chief, Headquarters Operation, Maintenance, & Engineering  
Division, OL, w/atts
- 1 - Chief, Printing and Photography Division, OL, w/atts
- 1 - Chief, Procurement Division, OL, w/atts
- 1 - Chief, Real Estate and Construction Division, OL, w/atts
- 1 - Chief, Supply Division, OL, w/atts

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ATTACHMENT  
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18 October 1984

MEMORANDUM FOR: Chief, Procurement Division, OL  
Chief, Supply Division, OL  
Chief, Real Estate and Construction Division, OL  
Chief, Printing and Photography Division, OL  
Chief, Security Staff, OL  
Chief, Personnel and Training Staff, OL  
Chief, Budget and Fiscal Branch, OL  
Chief, Procurement Management Staff, OL  
Chief, Information and Management Support Staff, OL  
Chief, New Building Project Office, OL  
Chief, Logistics and Procurement Law Division, OGC  
Chief, OC-OL Information Management Center  
Chief, Headquarters Operations, Maintenance and  
Engineering Division, OL

STAT FROM:   
Executive Officer, OL

SUBJECT: Overtime Hours

1. Given the general concerns regarding the use of overtime and its increase within the Office of Logistics, it is imperative that detailed records be maintained on overtime usage. Along these lines, particular attention should be paid to the keeping of records of those employees providing security escort services on an overtime basis.

2. We will continue to request the quarterly overtime memoranda which should contain the amount of overtime hours anticipated and the reasons for same. If the number of overtime hours requested is higher than what was requested in the past, a written explanation should be included.

3. Thanks for your cooperation in this area.

STAT



OL 0129-84

ATTACHMENT  
9

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# Logistics Instruction

PERSONNEL

LI 20-29-31  
September 1984

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SUBJECT: OVERTIME/HOLIDAY WORK AUTHORIZATION

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1. This instruction establishes policy and sets forth the procedures to be followed in requesting approval for compensated overtime/holiday work.
2. Effective immediately, all Office of Logistics (OL) division and staff chiefs are required to obtain approval on a quarterly basis for their contemplated use of compensated overtime/holiday work. Requests, to be submitted before the beginning of each new quarter, will be in memorandum form addressed to the Executive Officer (EO), OL, through the Chief, Budget and Fiscal Branch (B&FB), and will contain a projection of the total number of overtime/holiday hours required during the quarter, as well as a brief description of the activity for which the overtime/holiday work will be used (e.g., "Supply Management Branch: to input ICS data and reduce backlogged customer requisitions").
3. Each request will be reviewed by B&FB and forwarded to the EO with the C/B&FB's recommendation. However, C/B&FB is authorized to return directly to the originator any requests that do not conform to the provisions of this instruction.
4. Division and staff chiefs projecting no overtime/holiday requirements during the forthcoming quarter will nevertheless submit a memorandum so stating.

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September 1984

LI 20-29-31

5. For each quarter in which compensated overtime/holiday work is used, each division and staff will maintain a record of projects (e.g., priority printing requirements levied by the DDI in support of a specified project) for which such work was required.

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*for* Daniel C. King  
Director of Logistics

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78-1122			
25X1		2685	3 51.93
PROJECT TOTALS FOR FAN 78-1122			
TOTAL HOURS		3	
TOTAL COST			51.93

S-E-C-R-E-T